Shelton State
Community College

**Message from Rick
Rogers, President**

Distance Ed 101
Distance Ed **Overview**

Distance Ed 102
Course Management for
Distance Ed

Distance Ed 103
Designing for Instruction

Distance Ed 104
Communicating with
Students with 21st.
Century Technology

Distance Ed 105 Long
Distance Testing &
Evaluation

Sara Brenizer
Main Contact for
Distance Ed

Byron Abston
Technical Guru

Jimmy Osmore
WebCT Webmaster

**Professional
Development Web
Page at –**
http://www.shelton.cc.al.
us/library/profdev.html

D
ebbie Grimes
Contact for Professional
Development

DESIGNING CLASSES FOR DISTANCE EDUCATION – CORRECTED COPY

January 15, 2002

MESSAGE FROM THE PRESIDENT . .

This is a special series of sessions provided to all faculty of Shelton State Community College. The purpose is to provide opportunities to learn more about new teaching techniques, particularly those involving instructional technology.

We strongly encourage all faculty to participate in as many sessions as possible. Sessions marked with an asterisk (*) are especially recommended for *all* faculty.

You do not need expert technological skills to benefit from these sessions nor do you have to be involved in distance education classes at the present.

We are pleased to announce that *Sara Brenizer* is the primary contact for WebCT courses and is available to provide assistance to other faculty members who are interested in developing online courses. Sara is also the leader of the faculty web team, which meets regularly to address issues and draft policies and procedures for distance education at Shelton State. *Byron Abston* will provide technical assistance for faculty interesting in using new technologies or methods of teaching, in the classroom or on the Web.

Rick Rogers, President

*Distance Ed 101: Distance Ed Overview, January 24, 1:00--3:00, Room 2255
Charlie Cobb from Jefferson State Community College will present an overview of distance education. This presentation will address what distance education is, what the options are, comparison of online and traditional courses, and the role of faculty in distance education. All faculty should participate to learn what distance education technology can offer to increase enrollment or improve instruction in your subject area.

Distance Ed 102: Course Management, February 21, 1:00–3:00, Room 2255
Dr. Kandis Steele from Bevill State will address issues in course management in distance education, including class size, student support services, library services, planning, timing (reality lesson), orientation to distance ed for students, feedback, and WebCT Faculty Resource Center (online help for faculty).

*Distance Ed 103: Designing for Instruction, February 22, 10:00 –12:00, Room 2255
Susan Lucas from UA will present a lecture and demonstration session on design considerations in instruction. This is session is not limited to distance education courses but is useful in all types of instructional handouts, Powerpoint, and the use of graphics in presentations. Topics will include colors, spacing, layout, graphics, sound, animation, media, virtual labs and field trips, scanners, digital cameras, and other general design information. Additional information especially for distance education will include how to promote active learning, how to phrase assignments, etc.

*Distance Ed 104: Communicating with Students with 21st. Century Technology, March 14, 1:00–3:00, Room 2255
Colin Eubanks from Jeff State will present a lecture and demonstration on techniques for communicating with students in Web and online technology. He will suggest situations for the most effective use of the following: email, PDF, scanners and digital cameras, electronic course folders, course publishing with and without HTML, forms and surveys, face-to-face opportunities, cascading style sheets, bulletin boards, chat rooms, etc. You do not have to be highly knowledgeable or technologically proficient to benefit from this session. Come to find out what the possibilities are; additional training can be provided for specific techniques at a later date.

Distance Ed 105: Long Distance Testing & Evaluation , April 11, 1:00–3:00, Room 2255
Christie Woods from Jeff State will present alternatives for testing and evaluation in distance ed classes. She will discuss online vs. onsite testing, daily grades, technical requirements for attachments and assignments by e-mail, logistics, security, and options for testing and evaluation of students. Student feedback will also be included.

This series builds upon previous workshops on web page development and other technology workshops.